

Step by Step Instructions

The process for the Class 3 Accessory Apartment is easy and our staff is here to assist you. Visit our website at <http://www.montgomerycountymd.gov/DHCA/housing/licensing/>, under the Accessory Apartment Class 3 License link you will find useful information and a “Checklist” for your use.

Follow the steps below.

1. Apply by completing the Class 3 Accessory Apartment application, Affidavit and other required documents indicated on the Instructional page of the application. Call Licensing and Registration at 240-777-0311 to obtain an application and affidavit or print an application and affidavit from our webpage. Any missing information will result in our office returning your submission to you.
2. Use the “Checklist” at <http://www.montgomerycountymd.gov/DHCA/housing/licensing/> to self-assess your accessory apartment before submitting your application.
3. Contact your homeowner’s association to see your association’s covenants for their rules and regulations regarding an accessory apartment.
4. If you have a well or septic, you must contact Department of Permitting Services (DPS) at 240-777-0311 making sure it meets required code for total individuals living at your dwelling unit property. A photocopy of the document you receive from DPS must accompany your application.
5. Effective January 1, 2015, if your accessory apartment was built before January 1, 1978, contact Maryland Department of the Environment (MDE) at 1-800-633-6101 x 4199 or 410-537-4199 for registering with their office and scheduling for lead paint inspection. You must send our office a photocopy of the “passed” lead inspection certificate with the application.
6. Mail your application, required fees [filing fee, application fee, and sign fee], proof of primary residence, detailed drawing with dimensions of accessory apartment, drawing with dimensions of driveway(s) and or garage. Signed Affidavit of Understanding form and any permits from DPS issued. Contact Licensing and Registration at 240-777-0311 if you would like to schedule an appointment for applying.
7. Once your application is received with required documents, Licensing will review for completeness within 5 days of receipt.
8. The department will send you written notification of the application acceptance or the application will be returned and all the fees with written explanation regarding missing documents.
9. Public notice sign must be posted on your front yard within 5 days of acceptance of the application by the Department. The public notice sign must remain posted for approximately 30 days **after** the issuance of the Director’s report on findings. The public notice sign must be picked up from the Licensing and Registration office

10. Housing Code Enforcement will contact you for an inspection of the accessory apartment. Code Enforcement will mail you a Preliminary Inspection Report. You will have 30 days, to repair and/or replace any violations. Your accessory apartment will have a final inspection for all corrected violations.
11. If your accessory apartment is a new construction, you must complete the construction within 180 days (obtain all required permits by calling Department of Permitting Services at 240-777-0311). The Housing Code Enforcement will contact you for a preliminary inspection of the accessory apartment. Code Enforcement will mail you a Preliminary Inspection Report. Your accessory apartment will have a final inspection.
12. Return the public notice sign within 15 days after the end of the posting period.
13. When your accessory apartment meets all the requirements, a license will be issued to you.
14. If there are any changes to your accessory apartment, you must notify Licensing and Registration within 10 business days of change. Notifications can be mailed, faxed, or emailed to our office.

DHCA/Licensing and Registration:

1401 Rockville Pike, 4th Floor
Rockville, Maryland 20852

240-777-0311 Main Office
240-777-3699 Fax Number

Office Hours: Monday – Friday 8:30am to 5:00pm

Closed for Holidays:

New Year's Day	Dr. Martin Luther King's Birthday
President's Day	Memorial Day
Independence Day	Labor Day
Veteran's Day	Thanksgiving Day
Christmas Day	